



Navel Education and
Training Command

NAVEDTRA 82614
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0503-LP-218-8900

Nonresident Training
Course (NRTC)

Yeoman 1 & C

Only one answer sheet is included in the NRTC. Reproduce the required number of sheets you need or get answer sheets from your ESO or designated officer.

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YEOMAN 1 & C

NAVEDTRA 82614

Prepared by the Naval Education and Training Program Management
Support Activity, Pensacola, Florida

Congratulations! By enrolling in this course, you have demonstrated a desire to improve yourself and the Navy. Remember, however, this self-study course is only one part of the total Navy training program. Practical experience, schools, selected reading, and your desire to succeed are also necessary to successfully round out a fully meaningful training program. You have taken an important step in self-improvement. Keep up the good work.

HOW TO COMPLETE THIS COURSE SUCCESSFULLY

ERRATA: If an errata comes with this course, make all indicated changes or corrections before you start any assignment. Do not change or correct the Training Manual (TRAMAN) or assignments in any other way.

TEXTBOOK ASSIGNMENTS: The TRAMAN for this course is *Yeoman 1 & C*, NAVEDTRA 12614. The TRAMAN pages that you are to study are listed at the beginning of each assignment. Study these pages carefully before attempting to answer the questions in the course. Pay close attention to tables and illustrations because they contain information that will help you understand the text. Read the learning objectives provided at the beginning of each chapter or topic in the text and/or preceding each set of questions in the course. Learning objectives state what you should be able to do after studying the material. Answering the questions correctly helps you accomplish the objectives.

BLACK DOT INFORMATION: Black dots (●) may be used in the text and correspondence course to emphasize important or supplemental information and to highlight instructions for answering certain questions. Read these black dot entries carefully; they will help you answer the questions and understand the material.

SELECTING YOUR ANSWERS: After studying the TRAMAN, you should be ready to answer the questions in the assignment. Read each question carefully, then select the BEST answer. Be sure to select your answer from the subject matter in the TRAMAN. You may refer freely to the TRAMAN and seek advice and information from others on problems that

may arise in the course. However, the answers must be the result of your own work and decisions. You are prohibited from referring to or copying the answers of others and from giving answers to anyone else taking the same course. Failure to follow these rules can result in suspension from the course and disciplinary action.

SUBMITTING COMPLETED ANSWER SHEETS:

Complete all assignments as quickly as possible to derive maximum benefit from the course. As a minimum, you must submit at least one assignment per month. This is a requirement established by the Chief of Naval Education and Training. Failure to meet this requirement could result in disenrollment from the course.

TYPES OF ANSWER SHEETS: If you are a U.S. Navy enlisted member on active duty or a drilling U.S. Naval Reserve enlisted member, you should use the answer sheet attached at the end of this course and follow the instructions in section A below. If you are an enlisted U.S. Naval Reserve member who is not attached to a drilling unit or if you are an officer, a civilian, or a member of the U.S. Army, Air Force, Marine Corps, or Coast Guard, you should use the Automatic Data Processing (ADP) answer sheets included in the course package and follow the instructions in section B.

A. Manually Scored Answer Sheets

If you are a U.S. Navy enlisted member on active duty or attached to a U.S. Naval Reserve drilling unit, your course will be administered by your local command. You must use the answer sheet designed for manual scoring, NETPMSA Form 1430/5, Stock

Ordering Number 0502-LP-216-0100. You may get a supply of the forms from your Educational Services Officer (ESO), or you may reproduce the one in the back of this course booklet. DO NOT USE THIS FORM FOR COURSES ADMINISTERED BY NETPMSA.

Recording Information on the Manually Scored Answer Sheets: As you complete each assignment, submit the completed answer sheet to your ESO for grading. You may submit more than one answer sheet at a time. Remember, you must submit at least one assignment each month.

Grading: Your ESO will grade each answer sheet and notify you of any incorrect answers. The passing score for each assignment is 3.2. If you receive less than 3.2 on any assignment, the ESO will list the questions you answered incorrectly and give you a answer sheet marked "RESUBMIT." You must redo the assignment and complete the RESUBMIT answer sheet. The maximum score you can receive for a resubmitted assignment is 3.2.

Course Completion: After you have submitted all the answer sheets and have earned at least 3.2 on each assignment, your command should give you credit for this course by making the appropriate entry in your service record.

Student Questions: If you have questions concerning the administration of this course, consult your ESO.

B. ADP Answer Sheets

If you are an enlisted U.S. Naval Reserve member who is not attached to a drilling reserve unit or if you are an officer, a civilian, or a member of the U.S. Army, Air Force, Marine Corps, or Coast Guard, use the ADP answer sheets provided in your course package. You should use one blank original ADP answer sheet for each assignment. Use only the original ADP answer sheet provided in your course package; NETPMSA will not accept reproductions.

Recording Information on the ADP Answer Sheets: Follow the "MARKING INSTRUCTIONS" on each answer sheet. Be sure that blocks 1, 2, and 3 are filled in correctly. This information is necessary for

your course to be properly processed and for you to receive credit for your work.

As you work the course, be sure to mark your answers in the course booklet because your answer sheets will not be returned to you. When you have completed an assignment, transfer your answer from the course booklet to the answer sheet.

Mailing the Completed ADP Answer Sheets: Upon completing an assignment, mail the completed answer sheet to:

Commanding Officer
Naval Education and Training
Program Management Support
Activity
Pensacola, FL 32559-5000

Use envelopes to mail your answer sheets. You must provide your own envelopes or request them from your ESO. You may enclose more than one answer sheet in a single envelope. Remember, regardless of how many answer sheets you submit at a time, NSTPMSA should receive at least one assignment a month.

NOTE: DO NOT USE THE COURSE COMMENTS PAGE AS AN ENVELOPE FOR RETURNING ANSWER SHEETS OR OTHER COURSE MATERIALS.

Grading: NETPMSA will grade the answer sheets and notify you by letter concerning your grade for each assignment, your incorrect answers, and your final grade. The passing score for each assignment is 3.2. If you receive less than 3.2 on any assignment, you must rework the assignment. NETPMSA will enclose a new ADP answer sheet in the letter notifying you of the questions you answered incorrectly. You will be required to redo the assignment and resubmit the new answer sheet. The maximum score you can receive for a resubmitted assignment is 3.2.

Course Completion: When you complete the last assignment, fill out the "Course Completion" form in the back of the course and enclose it with your last answer sheet. NETPMSA will issue you a letter certifying that you satisfactorily completed the course. You should make sure that credit for the course is recorded in your service record. YOU MAY RETAIN THE TEXT.

NOTE: YOUR OFFICIAL COURSE COMPLETION DATE WILL BE THE DATE YOUR LAST ASSIGNMENT IS PROCESSED THROUGH THE NETPMSA ADP SYSTEM--NOT THE DATE YOU DEPOSIT THE LAST ASSIGNMENT IN THE MAIL. This is especially important if you are taking the course for Naval Reserve retirement credit. You must mail your answer sheets at least 60 days before your anniversary date. This will provide you with enough time for delays in the mail or reworking failed assignments. DO NOT MAIL YOUR ASSIGNMENTS TO THE NAVAL RESERVE PERSONNEL COMMAND (NRPC).

Student Questions: Refer questions concerning this course to NETPMSA by mail (use the address on page ii) or by telephone: DSN 922-1366 or commercial (904) 452-1366.

NAVAL RESERVE RETIREMENT CREDIT

If you are a member of the Naval Reserve, you will receive retirement points if you are authorized to receive them under current directives governing retirement of Naval Reserve personnel. For the purpose of Naval Reserve retirement, this edition of the course is evaluated at 8 points. These points will be credited to you upon your satisfactory completion of the entire course.

NOTE: YOUR OFFICIAL COURSE COMPLETION DATE WILL BE THE DATE YOUR LAST ASSIGNMENT IS PROCESSED THROUGH THE NETPMSA ADP SYSTEM--NOT THE DATE YOU DEPOSIT THE LAST ASSIGNMENT IN THE MAIL. Refer to the Course Completion paragraph under section B, ADP Answer Sheets.

COURSE OBJECTIVES

This course covers material on the following subjects: the Navy Yeoman, education, advancement, career opportunities, assignments, retention, administrative procedures, forms, reports control, records disposal, personnel support, manpower authorization, travel, security, legal, and separations.

Naval courses may include several types of questions—multiple-choice, true-false, matching, etc. The questions are not grouped by type but by subject matter. They are presented in the same general sequence as the textbook material upon which they are based. This presentation is designed to preserve continuity of thought, permitting step-by-step development of ideas. Not all courses use all of the types of questions available. The student can readily identify the type of each question, and the action required, by inspection of the samples given below.

MULTIPLE-CHOICE QUESTIONS

Each question contains several alternatives, one of which provides the best answer to the question. Select the best alternative, and blacken the appropriate box on the answer sheet.

SAMPLE

- s-1. Who was the first person appointed Secretary of Defense under the National Security Act of 1947?
- 1. George Marshall
 - 2. James Forrestal
 - 3. Chester Nimitz
 - 4. William Halsey

Indicate in this way on the answer sheet:

	1	2	3	4	
	T	F			
s-1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_ _ _

TRUE-FALSE QUESTIONS

Mark each statement true or false as indicated below. If any part of the statement is false the statement is to be considered false. Make the decision, and blacken the appropriate box on the answer sheet.

SAMPLE

- s-2. All naval officers are authorized to correspond officially with any systems command of the Department of the Navy without their respective commanding officer's endorsement.
- 1. True
 - 2. False

Indicate in this way on the answer sheet:

	1	2	3	4	
	T	F			
s-2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_ _ _

MATCHING QUESTIONS

Each set of questions consists of two columns, each listing words, phrases or sentences. The task is to select the item in column B which is the best match for the item in column A that is being considered. Items in column B maybe used once, more than once, or not at all. Specific instructions are given with each set of questions. Select the numbers identifying the answers and blacken the appropriate boxes on the answer sheet.

SAMPLE

In questions s-3 through s-6, match the name of the shipboard officer in column A by selecting from column B the name of the department in which the officer functions. Some responses maybe used once, more than once, or not at all.

A. OFFICER

B. DEPARTMENT

- | | |
|-------------------------------|---------------------------|
| s-3. Damage Control Assistant | 1. Operations Department |
| s-4. CIC Officer | 2. Engineering Department |
| s-5. Disbursing Officer | 3. Supply Department |
| s-6. Communications Officer | |

Indicate in this way on the answer sheet:

	1	2	3	4	
	T	F			
s-3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_ _ _
s-4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_ _ _
s-5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_ _ _
s-6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_ _ _

ASSIGNMENT 1

Textbook Assignment: "The Navy Yeoman" and "Education and Advancement," chapters 1 and 2, pages 1-1 through 2-13.

Learning Objective: Describe naval standards (NAVSTOs) and occupational standards (OCCSTDs) and how they fit into the naval advancement system.

1-1. Which of the following publications forms the basis for the advancement, training, and distribution of personnel?

1. *Manual of Advancement*
2. *Retention Team Manual*
3. *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*
4. *Enlisted Transfer Manual*

1-2. NAVSTDs are skills other than those defined by OCCSTDs and are essential in order for an individual to function effectively at a given level of responsibility.

1. True
2. False

1-3. OCCSTDs are defined as which of the following standards?

1. Maximum level of skill required to perform a task
2. Maximum enlisted paygrade required to perform a task
3. Minimum level of skill required to perform a task
4. Minimum enlisted paygrade required to perform a task

1-4. OCCSTDs are phrased in the language of task statements.

1. True
2. False

1-5. Effective communication requires that you have what kind of basic knowledge?

1. Knowledge of your own language
2. Knowledge of a foreign language
3. Knowledge of other ratings
4. Each of the above

Learning Objective: Describe the duties and responsibilities of the administrative assistant and the ship's secretary.

1-6. Which of the following people would most likely be appointed to the job of administrative assistant?

1. Administrative officer
2. Personnel officer
3. Senior Personnelman
4. Senior Yeoman

1-7. The administrative assistant's basic responsibilities may include which of the following duties?

1. Report on the effectiveness of administrative policies, procedures, and regulations of the command
2. Review all correspondence prepared for the signature of the executive officer
3. Schedule interviews of visitors with the executive officer
4. All of the above

- 1-8. Concerning duties, responsibilities, and authority of an administrative assistant, which of the following statements is NOT normally correct?
1. Report the effectiveness of administrative regulations of the command to the executive officer
 2. Maintain the mast record for the commanding officer's nonjudicial punishments
 3. Coordinate the assignments of enlisted personnel
 4. Approve administrative equipment requisitions within the budget allowances
- 1-9. What individual is responsible for the coordination and indoctrination of newly reported personnel?
1. Training officer
 2. Administrative assistant
 3. Division officer
 4. Department head
- 1-10. What is the title of the individual who controls the administration and accountability of ship's correspondence?
1. Flag secretary
 2. Ship's secretary
 3. Flag lieutenant
 4. Assistant chief of staff for administration
- 1-11. Your ship's engineer officer originated a report that was sent to the type commander (TYCOM). You receive a letter from the TYCOM requesting further information concerning the report. When should you provide a copy of the report for the respondent?
1. When the reply is routed to the CO for signature
 2. When the engineer officer has prepared the reply
 3. When the engineer officer asks for it
 4. When you route the incoming letter
- 1-12. The ship's secretary receives a letter addressed to the commanding officer (CO) recognizing some of the CO's personnel for their support. What action(s) should the ship's secretary take?
1. Dictate an answer immediately and mail it
 2. Prepare an answer in rough draft
 3. Submit the letter to the executive Officer
 4. Mail a letter in reply and inform the executive officer
-
- Learning Objective: Describe the duties involved in handling correspondence and officer records.
-
- 1-13. In a broad sense, what does accountability for correspondence mean?
1. Care of all classified matter
 2. Maintenance of all correspondence in central files
 3. Proper handling of only Confidential and Secret correspondence
 4. Physical safeguard of correspondence in all files
- 1-14. When you take action on original correspondence and wish to retain it, what should you do with the control slip?
1. Attach the control slip to the original correspondence
 2. Make a copy of the control slip for the central files
 3. Return the control slip to central files with a note that the original is being held
 4. Destroy the control slip
- 1-15. Who makes sure the ship's central files are properly maintained?
1. The executive officer
 2. The ship's secretary
 3. The captain's Yeoman
 4. The file Yeoman

- 1-16. Supervision of the commanding officer's personal correspondence file is a responsibility of what person?
1. Captain's Yeoman
 2. Ship's secretary
 3. File Yeoman
 4. Executive officer
- 1-17. Signatures are required in the service record for which of the following reasons?
1. To ensure entries are made by proper authorities
 2. To ensure the records are maintained properly
 3. Both 1 and 2 above
 4. To ensure the individual maintaining the record is accountable for errors
- 1-18. Which, if any, of the following responsibilities does a ship's secretary have regarding officer records?
1. Maintain custody
 2. Keep up to date
 3. Both 1 and 2 above
 4. Sign where indicated
- 1-19. Signatures in the service record are made in temporary black or blue-black ink.
1. True
 2. False
- 1-20. Why are notices identified by a tab if they are interfile with instructions?
1. To show that the cancellation date of those notices has passed
 2. To facilitate removal of notices from the file on their cancellation date
 3. Because notices are less authoritative than instructions
 4. Because notices are more authoritative than instructions
- 1-21. Who is ultimately responsible for making the Directives Issuance System work on the ship?
1. Ship's secretary
 2. Captain's Yeoman
 3. Executive officer
 4. Administrative assistant
- 1-22. The required publication allowances are listed in which of the following publications and/or microfiche?
1. *Naval Military Personnel Manual*
 2. NAVSUP P2002 (microfiche)
 3. Both 1 and 2 above
 4. Directives Issuance System
-
- Learning Objective: Identify factors that contribute to high morale and agencies available within the Navy community that promote health and welfare.
-
- 1-23. Since every petty officer and chief petty officer has a duty to work toward maintaining high morale among their personnel, what practice should each leader or supervisor employ?
1. Avoid counseling about personal matters
 2. Avoid giving guidance in spiritual matters
 3. Provide adequate counseling and guidance, but only in matters pertaining to a member's military duties and obligations
 4. Provide counseling to members who feel a need to discuss with you any problem that hinders the operation of your division
- 1-24. Which of the following is an indication of high morale?
1. Confidence
 2. Loyalty
 3. Cooperation
 4. Each of the above

1-25. Which of the following is an excellent aid to the development of high morale?

1. Recognize accomplishments
2. Record problems
3. Avoid pointing out errors
4. Eliminate criticisms and recommendations on organizational weaknesses

1-26. Under whose authority does the enforcement of private financial obligations fall?

1. Civil authorities
2. Commanding officer
3. Command master chief
4. Disbursing officer

LT Brush was authorized TEMADD orders to the Naval Operational Intelligence Center, Washington, DC, for 5 days. He was authorized \$800 advance pay for the trip. Upon LT Brush's return from his TEMADD assignment, he submitted a travel voucher for the expenses incurred during the TEMADD assignment. The travel voucher showed that the expenses incurred were not equal to or greater than the advance pay LT Brush had received.

1-27. LT Brush's travel voucher indicates that he is indebted to the government. Which of the following instructions pertains to the *Remission of Indebtedness or Waiver of the Government Claim Arising from Members of the Naval Service*?

1. BUPERSINST 1430.16
2. BUPERSINST 1571.16
3. SECNAVINST 1741.4
4. SECNAVINST 7220.38

1-28. Normally, which of the following agencies is NOT considered to be one of the primary agencies that provides supplementary morale service to military personnel and their dependents?

1. Family Service Center
2. Navy Relief Society
3. First National Bank
4. Red Cross

1-29. Which of the following services is/are NOT provided by the Navy Relief Society?

1. Entertainment shows
2. Visiting nurse program
3. Prenatal supplies
4. Financial loans and grants at no interest

1-30. The Navy Wives' Club of America provides college scholarships to children of enlisted personnel of which of the following services?

1. Navy only
2. Marine Corps only
3. Coast Guard only
4. Navy, Marine Corps, and Coast Guard

Learning Objective: Identify educational programs available to the service member.

1-31. Providing financial aid to personnel who attend educational institutions on a voluntary off-duty basis is the purpose of which of the following programs?

1. Defense Activity for Non-Traditional Educational Support (DANTES)
2. Program for Afloat College Education (PACE)
3. Tuition Assistance (TA)
4. Instruction Service Program

1-32. Commanding officers may use the Instruction Service Program to provide education in which of the following areas?

1. Academic
2. Technical
3. Professional
4. All of the above

- 1-33. Which of the following goals CANNOT be accomplished through Navy Campus?
1. Associate's degree
 2. Carpenter's apprenticeship
 3. Bachelor's degree
 4. Master's degree
- 1-34. Participating colleges waive residency requirements and accept up to 75 percent of degree credit received through college-approved nontraditional means in which of the following Navy educational programs?
1. Navy Campus
 2. Tuition Assistance
 3. PACE
 4. Instruction Service Program
- 1-35. Which of the following educational programs offers on-duty instruction and development in English, reading, and mathematics?
1. DANTES
 2. PACE
 3. Basic Skills Program
 4. TA
- 1-36. A person wishing to take the scholastic aptitude test (SAT) should apply through which of the following programs?
1. Basic Skills Program
 2. DANTES
 3. PACE
 4. TA
- 1-37. What educational program provides self-study training packages of instruction in professional naval subjects?
1. Tuition Assistance Program
 2. Instructor Service Program
 3. Nonresident Training Course (NRTC) Program
 4. National Apprenticeship Program
- 1-38. Most NRTCs are designed to help you study what type of books?
1. Advancement handbooks
 2. Training manuals (TRAMANs)
 3. Practical advancement requirements
 4. Course planning guides
- 1-39. To make sure you have the latest edition of a TRAMAN, you must compare the manual's NAVEDTRA number to the number listed in the most recent edition of what publication?
1. *Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*
 2. *Bibliography for Advancement Study*
 3. *List of Training Manuals and Correspondence Courses*
 4. *Manual of Advancement*
-
- Learning Objective: Describe the Navy advancement system.
-
- 1-40. What official publication should you consult for specific information concerning advancement in the Navy?
1. *Navy Enlisted Manpower and personnel Classifications and Occupational Standards*
 2. *Bibliography for Advancement Study*
 3. *List of Training Manuals and Correspondence Courses*
 4. *Manual of Advancement*
- 1-41. During what month would BUPERS Notice 1418 be published announcing the January E-7 examination?
1. March
 2. September
 3. November
 4. December

- 1-42. What officer certifies that an individual has met the qualifications and is fully competent to perform at the next higher rate?
1. Commanding officer
 2. Executive officer
 3. Division officer
 4. Administrative officer
- 1-43. For "early" candidates to be selected over "regular" candidates for advancement, the early candidate will normally have to meet which of the following requirements?
1. Achieve a higher final multiple score than a regular candidate
 2. Have more time in type 4 duty than a regular candidate
 3. Have a greater amount of time in rate (TIR) than a regular candidate
 4. Have more passed, but not advanced (PNA) points than a regular candidate
- 1-44. Who authorizes the advancement of chief petty officers (CPOs) after they have been selected by the CPO selection board?
1. Secretary of the Navy
 2. Chief, Naval Education and Training
 3. Chief of Naval Personnel
 4. Commanding Officer, Naval Education and Training Program Management Support Activity
- 1-45. Which of the following petty officers will most likely be advanced?
1. P02 Pistol who hesitates to make decisions and to seek assignments of increased responsibility
 2. P01 Door who does not hesitate to make a decision and to seek assignments of increased responsibility
 3. P02 Christmas who never makes a decision without consulting with higher authority and is content with just qualifying for advancement
 4. P01 Frost who makes a decision that he is likely to change several times and strictly supervises, requiring his members to do all the work
- 1-46. Which of the following is NOT a proper study technique?
1. To study only when you have nothing else to do
 2. To study often for short periods
 3. To summarize what you have read
 4. To ask questions of the leading petty officer
- 1-47. Which of the following publications would have the least value in preparing a YN2 for advancement to YN1?
1. *Naval Military Personnel Manual*
 2. *Applicable TRAMANS*
 3. *Advancement Handbook for Petty Officers*
 4. *Navy Enlisted Manpower and Personnel Classification and Occupational Standards*

- 1-48. Which of the following publications lists the minimum requirements for advancement to YN1?
1. *Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*
 2. *Bibliography for Advancement Study*
 3. *Military Requirements for P01*
 4. *Advancement Manual for Petty Officers*
- 1-49. To reflect changes and developments in the Navy, how is the Navy *Enlisted Manpower and Personnel Classifications and Occupational Standards* manual kept up to date?
1. A new manual is issued each year
 2. Numbered changes to the basic publication are issued
 3. Major revisions of the basic publication are made
 4. BUPERS issues annual directives
- 1-50. Which of the following publications identifies the source material on which you may be tested on a Navywide advancement examination?
1. *Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*
 2. *Basic Military Requirements*
 3. *Bibliography for Advancement Study*
 4. *Advancement Manual for Petty Officers*
- 1-51. How often is the *Bibliography for Advancement Study* revised?
1. Annually
 2. Semiannually
 3. Quarterly
 4. Monthly
- 1-52. An asterisk beside a course listed in the *Bibliography for Advancement Study* indicates what feature about the course?
1. It is optional
 2. It is mandatory
 3. It is helpful
 4. It is research material
- 1-53. When should the Recommendation for Advancement in Rate or Change of Rating (Worksheet), NAVEDTRA 1430/2, be signed?
1. On the day of the examination
 2. Before the day of the examination
 3. Within 3 days after the examination
 4. Any time after the examination
-
- Learning Objective: Describe advancement programs that do not require participation in the Navywide advancement examination.
-
- 1-54. In the title, Selective Conversion and Reenlistment (SCORE) Program, what does the word *conversion* mean?
1. Precommissioning crews for new ships
 2. Conversion crews for ships in major overhaul
 3. Both 1 and 2 above
 4. Change of rating
- 1-55. A SCORE applicant cannot have more than how many years' total active military service in order to qualify?
1. 8 years
 2. 10 years
 3. 12 years
 4. 15 years
- 1-56. RESCORE applicants are initially brought back on active duty for what period of enlistment?
1. 6 years
 2. 2 years
 3. 3 years
 4. 4 years

- 1-57. Specific eligibility requirements and application procedures for the SCORE and RESCORE Programs are established in what publication?
1. *Naval Military Personnel Manual*
 2. *Customer Service Manual*
 3. *Career Information Program Management*
 4. *U.S. Navy Regulations, 1990*
- 1-58. The STAR Program is designed to provide reenlistment incentives for what particular group of naval enlisted personnel?
1. First term personnel only
 2. First and second term personnel
 3. All personnel with less than 10 years' active duty
 4. All personnel who desire cross-rate training
- 1-59. Certain career incentives may be guaranteed under the STAR Program. Which of the following incentives would NOT be guaranteed?
1. Assignment to a class C school
 2. Advancement to petty officer second class
 3. Assignment to a class A school
 4. Advancement to petty officer first class
- 1-60. In which of the following publications are the minimum standards of qualification for the STAR Program set forth?
1. *Enlisted Transfer Manual*
 2. *Naval Military Personnel Manual*
 3. *U.S. Navy Regulations, 1990*
 4. *Career Information Program Management*
- 1-61. An applicant for the STAR Program must agree to reenlist or enlist for what period of time?
1. 2 or 4 years
 2. 2 or 6 years
 3. 4 or 5 years
 4. 4 or 6 years
- 1-62. The applicant for the STAR Program must not have a record of conviction by court-martial or nonjudicial punishment for what period preceding the date of application?
1. 12 months
 2. 18 months
 3. 24 months
 4. 36 months
-
- Learning Objective: Identify career opportunities available to the service member.
-
- 1-63. Which of the following programs is NOT normally considered to be an enlisted-to-officer program?
1. Naval Academy
 2. Limited Duty Officer
 3. Chief Warrant Officer
 4. Direct procurement
- 1-64. Which of the following enlisted-to-officer programs gives the participant the choice of a commission in the Navy or Marine Corps?
1. BOOST
 2. Naval Academy
 3. Limited Duty Officer
 4. Chief Warrant Officer
- 1-65. What are the two NROTC Scholarship Programs?
1. One-Year and Two-Year
 2. Two-Year and Four-Year
 3. Three-Year and Four-Year
 4. Four-Year and Graduate
- 1-66. Candidates who complete the BOOST Program can expect to qualify for which of the following enlisted-to-officer programs?
1. Naval Academy
 2. Naval Reserve Officer Training Corps
 3. Both 1 and 2 above
 4. Officer Candidate School

- 3-67. To qualify for officer candidate school (OCS), an enlisted person must possess what minimum level of education?
1. Associate
 2. Baccalaureate
 3. Master
 4. Doctorate
- 1-68. Enlisted personnel in paygrade E-4 and below designated as officer candidates are advanced to which, if any, of the following paygrades upon reporting to OCS?
1. E-5
 2. E-6
 3. E-7
 4. None of the above; all enlisted personnel are designated officer candidates in their present paygrade
- 1-69. Which of the following enlisted-to-officer programs offers an enlisted member a full-time opportunity to complete requirements for a baccalaureate degree and to become a commissioned officer?
1. Officer Candidate Preparatory School
 2. Enlisted Commissioning Program
 3. Limited Duty Officer
 4. Chief Warrant Officer
- 1-70. Which of the following programs is/are considered to be the primary enlisted-to-officer program sponsored by the Navy that does not required a college education?
1. Chief Warrant Officer and Limited Duty Officer
 2. OCS
 3. NROTC
 4. BOOST
- 1-71. What is the most junior petty officer paygrade that can qualify for the Chief Warrant Officer Program?
1. E-6
 2. E-7
 3. E-8
 4. E-9
- 1-72. What is the maximum number of years' active duty that an applicant may have served for the Chief Warrant Officer Program?
1. 14 years
 2. 16 years
 3. 20 years
 4. 24 years
- 1-73. The Limited Duty Officer Program requires a college education before commissioning.
1. True
 2. False
- 1-74. What is the lowest petty officer rate that can qualify for the LDO Program?
1. E-4
 2. E-5
 3. E-6
 4. E-7
- 1-75. What is the minimum number of years of active naval service that an LDO Program candidate must have completed?
1. 6 years
 2. 8 years
 3. 10 years
 4. 12 years

ASSIGNMENT 2

Textbook Assignment: "Assignments and Retention," "Administrative Procedure," and "Forms," chapters 3, 4, and 5, pages 3-1 through 5-7.

Learning Objective: Describe the assignment system used by the U.S. Navy for enlisted distribution management control and list various types of duty to which a member might be expected to be assigned.

2-1. Which of the following is one of many elements needed to support a strong Navy?

1. A 40-hour workweek
2. An assignment system
3. An informal climate
4. A homesteading system

2-2. Maintaining control over the Navy's enlisted assignment system is the responsibility of which of the following officials or activities?

1. Fleet commanders in chief
2. Bureau of Naval Personnel
3. Chief of Naval Operations
4. Assistant Secretary of Defense

2-3. Separate functions were established to support enlisted distribution management controls. How many of these functions were established?

1. Five
2. Two
3. Three
4. Four

2-4. Assignment control is the selecting, detailing, and ordering of certain individuals to fill billets. What official or activity is the assignment control for all undesignated SN, FN, and AN personnel?

1. Commanding Officer, Enlisted Personnel Management Center (EPMAC)
2. Naval Reserve Personnel Center (NAVRESPERCEN)
3. BUPERS
4. CNO

2-5. Automated personnel management information systems were developed to support the enlisted distribution management control functions. How many of these systems were developed?

1. Five
2. Two
3. Three
4. Four

2-6. Personnel who are distributed according to their occupational skill and special talent earned in their rating are divided into which of the following communities?

1. Sea-submarine
2. Sea-surface/air
3. Opened-loop NEC
4. Closed-loop NEC

- 2-7. Information pertaining to the Navy Manning Plan (NMP) can be found in which of the following publications?
1. *Naval Military Personnel Manual (MILPERSMAN)*
 2. *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, volume II*
 3. *Enlisted Transfer Manual (ENLTRANSMAN)*
 4. *U.S. Navy Regulations, 1990*
- 2-8. CNO and manning control authorities have directed that certain activities be given priority manning in the assignment of personnel. Which of the following is a manning priority category?
1. CNO Priority 1
 2. CNO Priority 2
 3. MCA Priority 3
 4. Each of the above
- 2-9. For rotation purposes, a total of how many different types of duty are classified as sea, shore, or neutral duty?
1. Eight
 2. Six
 3. Three
 4. Four
- 2-10. Sea/shore codes (SSCs) are reflected in the Enlisted Distribution Verification Report (EDVR) as the type of duty a member is assigned. For rotation purposes, which of the following SSCs are creditable for sea duty?
1. 2, 3, and 4
 2. 2, 5, and 6
 3. 3, 5, and 6
 4. 3, 5, and 7
- 2-11. For rotation purposes, which of the following SSCs are creditable for shore duty?
1. 1 and 5 only
 2. 1 and 6 only
 3. 5 and 6 only
 4. 1, 5, and 6
-
- Learning Objective: List the criteria for humanitarian and hardship assignments.
-
- 2-12. The criteria for determining humanitarian/hardship assignments are contained in which of the following publications?
1. MILPERSMAN
 2. ENLTRANSMAN
 3. *Manual of Judge Advocate General (JAGMAN)*
 4. *U.S. Navy Regulations, 1990*
- 2-13. Which of the following circumstances would normally warrant special consideration for a hardship assignment?
1. A member's fiancée is hospitalized as result of a severe illness
 2. A member has a separation agreement
 3. A member has been awarded physical custody of children and needs time to make living arrangements
 4. All of the above
- 2-14. When emergency leave does not provide sufficient time to ease a hardship, how much time is allotted for temporary duty humanitarian (TD HUMS) assignment?
1. 12 months
 2. 9 months
 3. 6 months
 4. 4 months

- 2-15. When a member is being transferred for TD HUMS, which of the following requirements applies to the issuance of TO HUMS orders?
1. Advance dislocation allowance
 2. Advance per diem
 3. Leave en route
 4. Shipment of household goods
- 2-16. When should a member on TD HUMS be interviewed to determine if the hardship has been resolved before submitting an availability report?
1. 1 month before projected rotation date (PRD)
 2. 2 months before PRD
 3. 3 weeks before PRD
 4. 6 weeks before PRD
- 2-17. Non-U.S. citizens will not be assigned to perform military duty in an overseas area during their first term of enlistment in which of the following areas?
1. Hawaii
 2. Japan
 3. Puerto Rico
 4. Alaska
- 2-18. Overseas tour lengths are established by what department or official?
1. Department of Defense
 2. Commerce Department
 3. Secretary of Defense
 4. Chief of Naval Personnel
- 2-19. Overseas tour lengths are prescribed in which of the following publications?
1. *U.S. Navy Regulations, 1990*
 2. *Standard Organization and Regulations (SORM)*
 3. MILPERSMAN
 4. ENLTRANSMAN
- 2-20. Suitability for overseas assignment is determined by which of the following individuals?
1. The member
 2. The commanding officer of the receiving command
 3. The commanding officer of the transferring command
 4. The PSD holding the member's record
-
- Learning Objective: Describe the counseling interview system as it applies to the Navy's retention program.
-
- 2-21. The counseling interview system is composed of how many required interviews?
1. Five
 2. Six
 3. Seven
 4. Eight
- 2-22. Which of the following interviews will be given only once during a member's entire career?
1. Retention programs
 2. 17-year monitor
 3. Both 1 and 2 above
 4. Reporting
- 2-23. The action plan for the required interviews are contained in what publication?
1. *Career Information Program Management*
 2. ENLTRANSMAN
 3. *Retention Team Manual*
 4. MILPERSMAN
- 2-24. What individual is responsible for conducting the group presentation for reporting interviews?
1. Command career counselor
 2. Department career counselor
 3. Division career counselor
 4. Work center career counselor

- 2-25. The one-on-one reporting interview must be held within what maximum number of days after a member reports on board the command?
1. 10 days
 2. 15 days
 3. 30 days
 4. 45 days
- 2-26. The group presentation for the retention interview should be conducted during what time frame?
1. ADSD plus 15 months
 2. ADSD plus 17 months
 3. 10 months before EAOS
 4. 11 months before EAOS
- 2-27. During what required interview are advancement requirements checked and minimum advancement requirements through P02 thoroughly explained?
1. Reporting
 2. Retention
 3. Incentive
 4. 17-year monitor
- 2-28. The group presentation for the incentive interview should be held during what time frame?
1. ADSD plus 18 months
 2. ADSD plus 17 months
 3. 10 months before EAOS or PRD
 4. 11 months before EAOS or PRD
- 2-29. What will be the division career counselor's primary concern(s) when conducting an incentive interview for the member who is approaching PRD and not EAOS?
1. Reviewing and updating enlisted duty preference form
 2. Advance training and submission of a NAVPERS 1306/7 for a school, if desired
 3. Both 1 and 2 above
 4. Making sure minimum advancement requirements are met
- 2-30. The full-scale civilian career opportunities presentation should be given to which of the following members during the incentive interview?
1. A member who has decided not to reenlist
 2. A member who has decided to reenlist
 3. A member who has not made a decision to reenlist or separate
- 2-31. During the 17-year monitor interview, the division career counselor should stress which of the following benefits or programs?
1. The benefits of remaining on active duty past the initial Fleet Reserve eligibility date
 2. Survivor Benefit Plan
 3. Survivor annuities such as SGLI and VGLI
 4. Department of Veterans Affairs benefits
- 2-32. A member should be scheduled for a preretirement group presentation at least how many days before retirement?
1. 180 days
 2. 120 days
 3. 90 days
 4. 45 days
- 2-33. The division/work center career counselor must hold a separation interview at least how many days before actual separation?
1. 90 days
 2. 45 days
 3. 30 days
 4. 15 days
- 2-34. The results of all required interviews should be recorded on which of the following forms?
1. NAVPERS 1326/7
 2. NAVPERS 1306/7
 3. NAVPERS 1210/2
 4. NAVPERS 1160/11

Learning Objective: List the requirements for drafting and writing messages and the responsibilities of the individuals involved.

2-35. In addition to outgoing letters, outgoing messages are a vital administrative function.

1. True
2. False

IN ANSWERING QUESTIONS 2-36 THROUGH 2-39, SELECT FROM COLUMN B THE RESPONSIBILITY ASSIGNED TO THE INDIVIDUAL IN COLUMN A.

A. INDIVIDUALS B. RESPONSIBILITIES

2-36. Originator	1. Composes the message
2-37. Drafter	2. Authorized to release the message
2-38. User	3. The authority in whose name a message is sent
2-39. Message releaser	4. Authorized to draft, release, and process the message

2-40. Which of the following publications lists the authorized Plain Language Addresses (PLRs) for messages?

1. *Standard Navy Distribution List* (SNDL)
2. *Message Address Directory* (MAD)
3. *Telecommunications Users Manual* (NTP)
4. *Naval Military Personnel Manual* (MILPERSMAN)

2-41. How many types of classified and unclassified narrative messages are there?

1. Five
2. Two
3. Three
4. Four

2-42. What precedence is normally assigned to commercially refiled messages?

1. ROUTINE
2. PRIORITY
3. IMMEDIATE
4. FLASH

2-43. For drafting a message that contains classified information, which of the following instructions prescribes the special instructions and declassification markings?

1. OPNAVINST 1000.16F
2. OPNAVINST 1710.7
3. OPNAVINST 5213.1B
4. OPNAVINST 5510.1H

2-44. Operational messages deal only with perishable information.

1. True
2. False

2-45. What is the highest precedence normally assigned to administrative messages?

1. ROUTINE
2. PRIORITY
3. IMMEDIATE
4. FLASH

2-46. When drafting a message, which of the following rules of naval courtesy should you observe?

1. Juniors ADTAKE seniors
2. Seniors request attention
3. List addresses by highest echelons before lower
4. Both 2 and 3 above

2-47. Which of the following factors must be considered first before you can write a message?

1. The classification
2. The length
3. The purpose
4. The distribution

2-48. When you write a message, you should not use short titles and abbreviations in messages addressed to which of the following individuals?

1. Congress
2. Fleet commanders
3. Chief of Naval Operations
4. Chief of Naval Personnel

2-49. Usually, separate files are maintained for All Navy (ALNAV) and Navy Operations (NAVOPS) messages. Normally, in what sequence are these messages filed?

1. Numerical order by originator
2. Numerical order by calendar
3. Alphabetical order by originator
4. Alphabetical order by subject

Learning Objective: Describe the different kinds of awards given to publicly recognize service members.

2-50. How should you (a) begin and (b) end a letter of appreciation or commendation?

1. (a) By expressing thanks or commending the individual
(b) by thanking or praising the individual again
2. (a) By expressing thanks or commending the individual
(b) by stating the individual's leadership potential
3. (a) By summarizing the type of support accomplishment
(b) by expressing thanks or commending the individual
4. (a) By stating the individual's characteristics
(b) by expressing thanks or commending the individual

2-51. What is the most important element in writing a personal award recommendation?

1. The member's detachment date
2. The citation
3. The summary of action
4. The number of individuals recommended for the award

2-52. When writing a personal award recommendation, you should avoid what type(s) of approach?

1. Excessive use of superlatives
2. Job description
3. Both 1 and 2 above
4. Specific accomplishments

2-53. Noncombat citations are limited to how many typewritten lines?

1. 10
2. 15
3. 22
4. 30

2-54. What are the parts of a citation?

1. Opening sentence
2. Statement of achievement or service
3. Commendatory remarks
4. All of the above

Learning Objective: Identify practices and procedures applicable to the preparation of various types of social correspondence.

2-55. Unless formal invitations are engraved, they should be written in longhand.

1. True
2. False

2-56. Invitations for some frequently recurring social functions may be partially engraved. Space is left in such invitations for longhand insertion of which of the following information?

1. The guest's name
2. The type of function
3. The date and time of the affair
4. All of the above

2-57. A formal invitation is normally worded in the second person, present tense.

1. True
2. False

2-58. After you have written the full name and title of the host on a formal invitation, what do you place on the next line?

1. The invitation
2. The time
3. The date
4. The type of function

2-59. If an invitation to a formal shipboard function contains both R.S.V.P. and a boat schedule, the boat schedule should appear in the lower right corner.

1. True
2. False

2-60. Most formal invitations should be answered even though a reply is not requested. An exception to this rule would be an invitation to which of the following occasions?

1. Home wedding
2. Formal reception ashore
3. Formal reception aboard a large vessel
4. Church wedding

2-61. When an invitation is accepted, what does the receiver always include in his or her reply to make sure there is no misunderstanding?

1. Type of function
2. Letters R.S.V.P.
3. Time, date, and place of the event
4. Host's name

2-62. An invitation from which of the following individuals has the highest precedence?

1. Secretary of Defense
2. Secretary of the Navy
3. Chief of Naval Operations
4. President of the United States

Learning Objective: Identify practices involved in preparing for and participating in ceremonies.

2-63. Generally, the first ship commissioning ceremony is the responsibility of what official?

1. The builder
2. Chief of Naval Operations
3. Area commander
4. Prospective commanding officer

2-64. As a general rule, invitations are not issued for a ship decommissioning ceremony.

1. True
2. False

2-65. The phrase equivalents in change of command orders are translated into proper terminology for use at the change of command. What portion of the orders is read at the change of command ceremony?

1. Information pertaining to detachment only
2. Information pertaining to reporting only
3. Information pertaining to detachment and reporting only
4. Information pertaining to detachment, reporting, and authorized accounting data

2-66. When a member is transferred to another activity for further transfer to the Fleet Reserve, which of the following activities or individuals is responsible for the preseparation ceremony?

1. The detaching permanent duty station
2. The receiving permanent duty station
3. Bureau of Naval Personnel
4. Chief of Naval Reserve Center

Learning Objective: Identify practices and procedures used in administering the forms management program.

2-67. Forms are designed to be used for which of the following reasons?

1. To provide information for formulating policy
2. To assist in controlling and improving operations
3. To guide the movement of materials
4. All of the above

2-68. The responsibilities for administration of forms management within the Navy is coordinated by what official?

1. Secretary of the Navy
2. Chief of Naval Operations
3. Secretary of Defense
4. Chief, Bureau of Naval Personnel

2-69. Who is responsible for the results of forms management within an activity?

1. Commanding officer
2. Forms management officer
3. Senior Yeoman
4. Administrative officer

2-70. What should be the first step taken in the operation of a forms management office?

1. Cancel all local forms in use
2. Design new forms
3. Collect copies of all forms used in the activity
4. Review forms for duplication

2-71. An effective forms management plan should contain a provision for the continuing review of forms and related procedures. At what interval should this review occur?

1. Monthly
2. Quarterly
3. Semiannually
4. Annually

2-72. When the forms control file is established, what information should be written on the copies of the forms that have been collected?

1. Name of the person who designed the form
2. Name of the office using the form
3. How often the form is used
4. How many copies are prepared

2-73. In the Standard Subject Identification Code (SSIC) file, what information should be included on the label of the local form folder?

1. Consecutive number
2. Title of form
3. Originator's authorized abbreviation
4. All of the above

2-74. When a form becomes obsolete or is replaced, what should be the disposition of the form?

1. Destroy it because it has served its purpose
2. File it in a separate file with a note stating the reason it was discontinued
3. File it in the folder with the form that replaced it
4. Leave it in the SSIC file

2-75. Which, if any, of the following statements would NOT be considered a benefit from forms management?

1. Greater efficiency in organization
2. Greater economy in man-hours
3. Replacement of higher echelons forms with local forms
4. Improved records

ASSIGNMENT 3

Textbook Assignment: "Reports Control and Records Disposal," "Personnel Support," and "Manpower," chapters 6, 7, and 8, pages 6-1 through 8-7.

Learning Objective: Explain the procedures used to develop a reports control system.

IN ANSWERING QUESTIONS 3-4 THROUGH 3-7, SELECT FROM COLUMN 8 THE TERM THAT BEST FITS THE DESCRIPTION IN COLUMN A.

	<u>A. DESCRIPTIONS</u>	<u>B. TERMS</u>
3-1. The responsibility for reports control management afloat belongs to what individual?	3-4. A report that conveys essentially the same type of information at various intervals	1. As-required report 2. Reports analysis
1. Administrative officer 2. Ship's secretary 3. Captain's office supervisor 4. Executive officer	3-5. A report that a particular office or organization requests from another office or organization	3. Recurring report 4. Information requirement report
3-2. The responsibilities of the reports control point include which of the following tasks?	3-6. A report from which an office or organization draws part or all of the data required for another report	
1. Assigning identification symbols to reports 2. Approving proposed new reports or revisions to reports 3. Performing follow-up reviews of individual reports on a scheduled basis 4. All of the above	3-7. A report that a particular office or organization provides for making or assisting in analysis studies	
3-3. Reports that are prepared and required upon each occurrence, recurrence, or nonoccurrence of an event of certain prescribed characteristics are known as what type of reports?	3-8. A plan and/or report form used by a government agency for the collection of information from the general public would be classified as what type of report?	
1. Information 2. Situation 3. Periodic 4. Occurrence	1. Situation 2. Information 3. Analysis 4. Public	

- 3-9. A third requirement from the Chief of Naval Operations for a Navy report concerning intelligence collection would bear which of the following report control symbols?
1. OPNAV 3820-111
 2. OPNAV 3820-third
 3. OPNAV 3820-(3)
 4. OPNAV 3820-3
- 3-10. In the report case file, what information should be included in each report folder?
1. A copy of the report form
 2. A copy of the document requiring the report
 3. Related papers, such as source analyses, surveys and memos, pertaining to the report
 4. All of the above
- 3-11. The published list of recurring reports should include which of the following information?
1. Reference to the directive or document requiring the report
 2. Number of copies of each report to be prepared
 3. Details concerning preparation of the report
 4. Man-hours required to complete each report
- 3-12. One copy of the list of recurring reports should be maintained as a master by which of the following individuals?
1. Administrative officer
 2. Executive officer
 3. Petty officer assigned to monitor reports submissions
 4. Reports control manager
- 3-13. The list of canceled reports should be distributed in which of the following ways?
1. Distributed to appropriate offices
 2. Appended to each revised list of effective reports or quarterly supplements
 3. Published in the plan of the day
 4. Distributed on a weekly basis
- 3-14. To make sure all reports are submitted on schedule, which of the following actions should be included in the reports control procedure?
1. Provide a reports tickler card to offices preparing reports
 2. Add a list of all reports that will come due the following week to the command's weekly list of overdue reports/correspondence
 3. Both 1 and 2 above
 4. Put a notice in the plan of the day
-
- Learning Objective: Indicate practices and procedures applicable to records disposal.
-
- 3-15. What instruction contains retention standards for official U.S. Navy records?
1. SECDEFINST 5211.10C
 2. SECNAVINST 5212.5C
 3. BUPERSINST 5212.6C
 4. OPNAVINST 5215.5C
- 3-16. Your commanding officer wishes to recommend a change to the retention standards for official Navy records. To what individual should the recommendation be addressed?
1. Director, National Archives
 2. Director of the federal records center serving your activity
 3. Secretary of the Navy
 4. Chief of Naval Operations

- 3-17. Within a command, responsibility for the coordination of records disposal efforts normally is assigned to which of the following individuals?
1. A legal officer
 2. The communications officer
 3. A record disposal team
 4. An officer as a collateral duty
- 3-18. What method is used to dispose of records?
1. Destruction
 2. Donation
 3. Transfer
 4. Each of the above
- 3-19. For which of the following reasons would a commanding officer of an activity located outside the continental United States notify COMNAVDAC that Navy records were destroyed?
1. The space that the records occupied was needed for more important military purposes
 2. Hostile action was imminent and the records were destroyed as an emergency measure
 3. Both 1 and 2 above
 4. The records were obsolete
- 3-20. When at sea, by which of the following methods should you dispose of unclassified records?
1. Shredding and dumping overboard
 2. Dumping overboard intact
 3. Burning
 4. All of the above
- 3-21. Which of the following forms is/are used as a transmittal document for records shipped to a federal records center?
1. Standard Form 135
 2. NAVEXOS Form 4065
 3. Both 1 and 2, depending on document classification
 4. DD Form 155
- 3-22. What is meant by terminating files?
1. Removing obsolete materials from files and destroying the material
 2. Removing seldom used materials from existing files and destroying the materials
 3. Closing a file, removing the folder from the active file drawer, and starting a new folder with the same designation
 4. Subdividing an old file into specific subjects and setting up a new file system
- 3-23. All records must be disposed of on the day authorized for destruction.
1. True
 2. False
- 3-24. Which of the following statements is correct regarding shipments of records?
1. Shipment of less than 1 cubic foot may be sent in envelopes
 2. Shipments of less than 1 cubic foot should not be forwarded
 3. Legal-size documents are packed facing the left side of the standard carton
 4. Records are grouped chronologically by date originated
- 3-25. Who may authorize naval commands to obtain information from records that have been transferred to federal records centers?
1. The record group manager
 2. The appropriate area commander
 3. The commanding officer of the transferring activity
 4. The type commander for the transferring activity

Learning Objective: Explain procedures used to establish and monitor customer service.

3-26. The service you provide affects only the people you serve.

1. True
2. False

3-27. Attitude can be described as the tendency to move away from or toward a situation.

1. True
2. False

3-28. Which of the following statements about attitudes is correct?

1. Attitudes can be measured but not graded
2. The effect of our attitudes can be measured but not graded
3. The results of our attitudes can be measured or graded
4. Each of the above

3-29. When you encounter an unpleasant customer, which of the following reactions is the best approach?

1. Tell the customer to come back after he or she has calmed down
2. Treat the customer in a calm and confident manner
3. Repay the customer's rudeness with rudeness
4. Take the customer aside and try to calm him or her

3-30. For a person to do the best job, he or she must have pride in which of the following aspects?

1. Self
2. Ability
3. Job
4. All of the above

3-31. If a member performs only when told to do so, he or she is reflecting a lack of which of the following traits?

1. Intelligence
2. Skill
3. Pride
4. Cooperation

3-32. Common courtesy is the voluntary expression of respect for another's rights or feelings.

1. True
2. False

3-33. When you respond to a customer's needs, an element of cooperation is required on your part as the contact point representative.

1. True
2. False

3-34. Monitoring is necessary in a customer service office to establish which of the following objectives?

1. Effectiveness
2. Uniformity
3. Both 1 and 2 above
4. Cleanliness

3-35. As a supervisor, you should refrain from which of the following actions?

1. Delegating responsibility for specific duties as soon as personnel demonstrate their ability to handle them
2. Delegating responsibility for specific duties as soon as duties are assigned to personnel
3. Interfering with your personnel when they are attempting to tackle a problem
4. Being tactful in handling situations where advice is needed

3-36. As the senior Yeoman in a customer service office, you must monitor personnel in which of the following areas?

1. Inspections
2. Practices
3. Skills
4. Both 2 and 3 above

3-37. When an officer reports on board, which of the following steps must be completed as soon as possible to make sure the officer's financial matters are taken care of promptly?

1. Have the officer sign a page 13 and submit the proper copies to the disbursing officer
2. Make sure the Detaching and Reporting Endorsement to Orders contains an authenticating officer's signature and submit the proper copies to the disbursing officer
3. Have a verifying official initial the Detaching and Reporting Endorsement to Orders and provide the necessary copies to the disbursing officer
4. Make sure the officer reporting signs the Detaching and Reporting Endorsement to Orders and submit the necessary copies to the disbursing officer

3-38. Which of the following methods should NOT be used to speed up service and reduce the time that customers have to wait?

1. Have customers make appointments
2. Have customers fill out purpose of visit chits
3. Limit the amount of service
4. Establish special counter hours

3-39. Which of the following methods should be used to make sure others are able to locate items in a private retain filing system?

1. Attach a note to forms that are being held for future action
2. Make notes in a tickler file
3. Make notes on a calendar as a reminder when certain types of actions should be taken
4. All of the above

3-40. When screening documents for pay, allowances, and bonuses, to which of the following publications should you refer in order to determine entitlement?

1. DODPM and SDSPROMAN
2. JFTR and NTIs
3. Both 1 and 2 above
4. SDSPROMAN and MILPERSMAN

Learning Objective: Identify procedures used to issue, verify, and inventory Armed Forces Identification Cards.

IN ANSWERING QUESTIONS 3-41 THROUGH 3-44, SELECT FROM COLUMN B THE ARMED FORCES IDENTIFICATION CARD THAT IS PRINTED IN THE COLOR OF SECURITY-TYPE INK LISTED IN COLUMN A.

A. COLORS

B. ID CARDS

- | | |
|-------------|----------------|
| 3-41. Green | 1. DD 2N (RES) |
| 3-42. Red | 2. DD 1173 |
| 3-43. Blue | 3. DD 2N (ACT) |
| 3-44. Black | 4. DD 2 (RET) |

3-45. Which of the following activities is NOT an authorized issuing activity for ID cards?

1. Personnel Support Activity Detachment, Corry Station
2. USS *America*
3. USS *New Jersey*
4. VT-10

- 3-46. ID cards are not issued to dependents without what type of verification?
1. Legal documentation establishing relationship to the military sponsor
 2. Defense Enrollment Eligibility Report System
 3. Either 1 or 2 above, as determined by the issuer
 4. Letter of endorsement from the military sponsor's commanding officer
- 3-47. According to the cross-servicing agreement, a U.S. Air Force ID card issuing activity may verify the DD 1172 of eligible individuals for issuance of an ID card with the exception of which of the following individuals?
1. Unremarried former spouses
 2. Eligible dependents of active duty personnel
 3. Both 1 and 2 above
 4. Widows of active duty personnel
- 3-48. All ID cards must be controlled. Which of the following procedures is incorrect?
1. Maintain a record of all ID cards issued to all activities
 2. Store all ID cards in a desk drawer with a written access log
 3. Ship all ID cards by registered mail
 4. Record and account for the issuance and receipt of all ID cards by serial number
- 3-49. Which of the following individuals is responsible for confirming the command's authorization to issue ID cards?
1. Commanding officer
 2. Supply officer
 3. Administrative officer
 4. Security manager
- 3-50. Which of the following officials is responsible for maintaining records and accountability of ID cards requisitioned by ICI card issuing activities?
1. Chief of Naval Personnel
 2. Commander, Naval Data Automation Center
 3. Commander, Naval Supply Systems Command
 4. Commander, Naval Security Group
- 3-51. How long are requisitions and shipping documents pertaining to ID cards maintained?
1. 5 years
 2. 2 years
 3. 3 years
 4. 4 years
- 3-52. ID cards may be photocopied to facilitate which of the following administrative requirements?
1. Admission to medical facilities
 2. Check cashing
 3. Administration of military-related benefits to eligible beneficiaries
 4. All of the above
- 3-53. When an active duty member does not surrender his or her ID card to proper military authority, an entry must be made on what page in the member's service record?
1. Page 2
 2. Page 7
 3. Page 9
 4. Page 13
- 3-54. For what maximum period of time is a new ID card issued to members that are being separated?
1. 30 days
 2. 60 days
 3. 90 days
 4. 180 days

3-55. Which of the following publications provides detailed information for the proper completion and submission of an application package for an officer program?

1. *Naval Military Personnel Manual*
2. *Navy Officer Recruiting Manual*
3. *Officer Transfer Manual*
4. *Navy Retention Team Manual*

3-56. When an applicant for an officer program indicates disenrollment from an officer-type training program, a NAVCRUIT 1110/98 should be initiated.

1. True
2. False

3-57. What is the objective of the interview for officer programs or training?

1. To provide the applicant an opportunity to answer questions and to determine if the applicant possesses the personal characteristics desired in a naval officer
2. To inform the applicant of the details of the program and training
3. To provide an opportunity for the interviewer to make judgments about the applicant based upon the applicant's answers to questions
4. Each of the above

3-58. Written interview results should be recorded on the interviewer's appraisal sheet during the interview.

1. True
2. False

Learning Objective: Describe the development and implementation of the manpower planning system.

3-59. Which of the following officials or authorities is responsible for promulgating guidelines as to the number and type of personnel assigned to each activity?

1. Secretary of the Navy
2. Chief of Naval Operations
3. Bureau of Naval Personnel
4. Under Secretary of the Defense (Manpower)

3-60. The Navy Manpower Data accounting System (NMDAS) is the source for activity information, manpower authorizations, personnel authorizations, billet authorizations, and requirements. These authorizations and requirements are recorded in how many major subsystems?

1. Five
2. Two
3. Three
4. Four

3-61. Manpower requirements in NMDAS files are based upon which of the following documents?

1. Preliminary Shore Manpower Documents (PSHMDs)
2. Preliminary Ship Manpower Documents (PSMDs)
3. Sea Operational Detachment (SEAOPDET)
4. All of the above

3-62. The term *manpower authorization* is used in which of the following ways?

1. To specify categories of personnel used to perform functions or missions
2. To describe a specific military position and means by which it is resourced
3. To function as a generic term in place of precise statements about authorizations
4. All of the above

3-63. Which of the following best describes the Navy Manpower Mobilization System (NMMOS)?

1. A process that identifies the wartime manpower requirements for a shore/support activity
2. A process that identifies a specific military manpower space
3. A system that delineates Naval Reserve billets for active duty for training personnel
4. A system that identifies individuals required in a military capacity to accomplish the mission

3-64. When may a manpower mobilization requirement be designated Selected Reserve?

1. When the position is military essential
2. When manpower is required within M+10 days
3. When premobilization training is required
4. All of the above

3-65. The manpower claimants have the responsibility for overall management of assigned manpower resources. After submitting a change request to the manpower claimant, to what individual does the manpower claimant forward the request?

1. Chief of Naval Personnel
2. Chief of Naval Operations
3. Area commander
4. Commander in chief

3-66. Individual commanding officers have the responsibility of periodically reviewing and evaluating the command's manpower needs. When change requests to the Manpower Authorizations are submitted, which of the following actions should be taken?

1. Make sure change requests are submitted sufficiently in advance of requested effective date
2. Make sure each requested action is complete and accurate
3. Make sure complete justification is provided for each request for revision
4. All of the above

3-67. Advisors are assigned to assist CNO and BUPERS with regard to officer manpower and personnel officer designator. Who may be an advisor for officers?

1. A Deputy Chief of Naval Operations
2. The head of a major staff office
3. Both 1 and 2 above
4. Anyone in the administrative chain of command above a commanding officer

3-68. With regard to enlisted manpower and personnel, enlisted rating advisors are designated to assist CNO and BUPERS. Who may be an enlisted rating advisor?

1. A Deputy Chief of Naval Operations
2. The head of a major staff office
3. Both 1 and 2 above
4. Anyone in the administrative chain of command above a commanding officer

- 3-69. Which of the following publications lists the assigned officer designator advisors and subspecialty sponsors and consultants?
1. *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, volumes I and II
 2. *Officer Transfer Manual*
 3. *Manual of Navy Officer Manpower and Personnel Classifications*, volumes I and II
 4. *Manual of Navy Total Force Manpower Policies and Procedures*
- 3-70. Which of the following publications contains the block descriptions for the OPNAV Form 1000/2?
1. *Manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards*, volumes I and II
 2. *Officer Transfer Manual*
 3. *Manual of Navy Officer Manpower and Personnel Classification*, volumes I and II
 4. *Manual of Navy Total Force Manpower Policies and Procedures*
- 3-71. The billet requirements within each Navy activity should be revised annually. If during this review it is determined that a change is required, which of the following actions should be taken?
1. Submit a short format change request
 2. Submit a Manpower Authorization Change Request, OPNAV Form 1000/4A
 3. Prepare an official letter request
 4. Submit a message to CNO requesting the change
- 3-72. Compensation should normally be required when submitting changes to the Manpower Authorization for which of the following actions?
1. Increase in the number of billets
 2. Increase in the billet paygrade
 3. Billet designator or rating change
 4. All of the above
- 3-73. Which of the following NECs has been authorized for use in identifying billets requiring women petty officers?
1. EW-9999
 2. FE-9999
 3. PO-9999
 4. WP-9999
- 3-74. If you are preparing a manpower change request, when should you show all activity billets on the OPNAV Form 1000/4A?
1. Any time the short format change is not used
 2. Any time changes constitute a complete manpower reorganization
 3. Any time billet changes affect at least two departments
 4. All of the above
- 3-75. When should the Manpower Change Summary Sheet, OPNAV Form 1000/2, be used as the summary of changes?
1. If 10 or more billets are involved
 2. If only 8 billets are involved
 3. If only 5 billets are involved
 4. The Manpower Change Summary Sheet is always used

ASSIGNMENT 4

Textbook Assignment: "Travel," "Security," and "Legal," chapters 9, 10, and 11, pages 9-1 through 11-10.

Learning Objective: Explain the regulations governing official travel and transportation at government expense.

4-1. Which of the following publications contain(s) regulations pertaining to travel status and travel orders?

1. *Joint Federal Travel Regulations* (JFTR), volume I
2. *U.S. Navy Instructions* (NTIs)
3. Both 1 and 2 above
4. *Naval Military Personnel Manual* (MILPERSMAN)

4-2. YN3 Pistol is ordered to a 5-day school in security procedures and will return to his parent command. What form of orders will YN3 Pistol be issued?

1. TAD
2. TDY
3. PCS
4. Group travel

4-3. Mileage allowance in lieu of transportation (MALT) covers cost of transportation expenses only of members performing travel at personal expense under PCS or TAD orders.

1. True
2. False

4-4. Which of the following allowances covers the cost of lodging, subsistence, and other incidental expenses related to travel?

1. MALT
2. Per diem
3. Mileage
4. Personal allowance

4-5. When the member travels by privately owned conveyance (POC) and pays the operating expenses of the POC because transportation requests are not available at the time and place required, the member may receive which of the following types of reimbursements?

1. MALT only
2. MALT plus per diem
3. Actual cost only
4. Actual cost based on mode of transportation authorized and used, plus per diem

4-6. Under the lodging-plus method of reimbursement involving orders, receipts are required to support entitlement to the per diem allowance portion.

1. True
2. False

4-7. If a lodging receipt shows a charge for double occupancy and the other person sharing the room is a member or government employee on official travel, the traveler is allowed what portion of the double occupancy charge?

1. One-fourth
2. One-third
3. One-half
4. Three-quarters

- 4-8. In what way, if any, does reimbursement for MI&E differ from lodging expenses?
1. MI&E is payable to members without itemization of expenses and without receipts
 2. MI&E is not payable to members when government facilities are available
 3. MI&E is payable to members when government facilities are available only
 4. None
- 4-9. Which of the following officials determines if government messing is essential to training and readiness?
1. Chief of Naval Personnel
 2. Chief of Naval Operations
 3. Secretary of the Navy
 4. Commanding officer
- 4-10. Per diem is not payable in which of the following situations?
1. For any day that is classified as leave or proceed time
 2. For any period an enlisted member is undergoing processing or indoctrination where both government mess and quarters are available before reporting to the permanent duty station (PDS)
 3. For travel or temporary duty performed within the limits of PDS other than as authorized for the arrival at, departure from, and return to the PDS
 4. All of the above
- 4-11. The computation of constructive travel is based solely on the carrier's required check-in time at the terminal.
1. True
 2. False
- 4-12. The MI&E rate is prorated on a quarter-day basis. On the day of departure when the member's travel status begins in the second quarter, what percentage of MI&E rate is allowed?
1. 100%
 2. 75%
 3. 50%
 4. 25%
- 4-13. On the day of return when the member's travel status ends in the second quarter, what percentage of MI&E rate is allowed?
1. 100%
 2. 75%
 3. 50%
 4. 25%
- 4-14. When constructive travel is computed, per diem is based on the location of the member at what hour?
1. 0900
 2. 1600
 3. 1900
 4. 2400
- In answering questions 4-15 through 4-17, refer to the information given below. GSE2 Brush received TAD orders to Fleet Training Group, Norfolk, VA, via POC. GSE2 Brush departed at 0730 on 9 July and reported to his TAD station at 1200 on the same day. Lodging and government mess were available at the TAD station. The cost for government quarters is \$6. Per diem is \$26 and the current rate for mileage is \$0.25 per mile. GSE2 Brush departed the TAD station on 15 July at 1600 and returned to his PDS at 2030 the same day.
- 4-15. What is the per diem allowance for GSE2 Brush on 9 July?
1. \$26.00
 2. \$19.50
 3. \$19.00
 4. \$16.50

- 4-16. Since government mess is available, what amount, if any, will be deducted from the MI&E on 10 July?
1. \$2.25
 2. \$6.75
 3. \$11.25
 4. Nothing will be deducted; GSE2 Brush must still pay for meals in government mess
- 4-17. Upon return to his PDS, to what total amount will GSE2 Brush be entitled for reimbursement?
1. \$236
 2. \$281
 3. \$291
 4. \$296
- 4-18. Which of the following offices is/are designated by BUPERS as a Navy Transportation Office (NAVPTO)?
1. Navy Comptroller (NAVCOMPT)
 2. Personnel support activity detachments (PERSUPPDETs)
 3. Scheduled airlines transportation offices (SATO)
 4. Both 2 and 3 above
-
- Learning Objective: Identify the policies and procedures that govern passenger transportation.
-
- 4-19. Which of the following offices are responsible for providing passenger transportation services for official travel?
1. NAVPTOs
 2. PERSUPPDETs only
 3. SATOs and NAVCOMPT
 4. SATOs and PERSUPPDETs
- 4-20. Passenger reservation requests (PRRs) for international or overseas passenger transportation are submitted to which of the following offices?
1. NAVPTOs
 2. PCPs
 3. Both 1 and 2 above
 4. SATOs
- 4-21. Which of the following offices are authorized to arrange international and transoceanic travel when it originates outside of CONUS?
1. NAVPTOs when there are no PCPs in the geographic region
 2. PCPs
 3. SATOs
 4. Both 2 and 3 above
- 4-22. Which of the following passenger reservation procedures should be followed when requesting passenger transportation?
1. Make arrangements for international or transoceanic travel through the supporting PERSUPPDET when travel originates from a shore station
 2. Submit passenger reservation requests to the area commander supporting the home port when travel originates from a ship
 3. Submit PRRs to the type commander with regional responsibilities when travel originates from a ship that is deployed away from the home port
 4. All of the above
- 4-23. A list of NAVPTOs is contained in which of the following publications?
1. *Naval Military Personnel Manual*
 2. *Joint Federal Travel Regulations*
 3. *Issuance of the Navy Passenger Transportation Manual*
 4. *Naval Travel Instructions*

IN ANSWERING QUESTIONS 4-24 THROUGH 4-27, SELECT FROM COLUMN B THE TRAVEL CODE USED ON PRRS THAT MATCHES THE DESCRIPTION IN COLUMN A.

	<u>A. DESCRIPTIONS</u>	<u>B. CODES</u>
4-24.	Authorized or directed air travel of military officer personnel in PCS status, accompanied by dependents	1. PT 2. OA 3. EA 4. PU
4-25.	Authorized or directed air travel of military enlisted personnel in PCS status, accompanied by dependents	
4-26.	Authorized or directed air travel of military personnel in PCS status, not accompanied by dependents	
4-27.	Authorized or directed air travel of military personnel in TAD status	
<hr/>		
	Learning Objective: Explain how to complete PCS Travel, NAVPERS 7041/1.	
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4-28.	The PCS Travel, NAVPERS 7041/1, is used for which of the following reasons?	
	1. It is the primary source of statistical information regarding transfers	
	2. It is an essential tool used in the fiscal management of the Permanent Change of Station Program	
	3. It is used for effective and efficient budgeting of PCS funds	
	4. All of the above	

4-29. A NAVPERS 7041/1 must be submitted each time a member is involved in a PCS transfer.

1. True
2. False

4-30. When should the NAVPERS 7041/1 be completed?

1. During the member's check-out process from the detaching permanent duty station
2. During the member's check-in process at the receiving permanent duty station
3. While the member is in a leave status en route to the next permanent duty station
4. Within 30 days of receipt of PCS orders

IN ANSWERING QUESTIONS 4-31 THROUGH 4-34, SELECT FROM COLUMN B THE PART OF NAVPERS 7041/1 THAT LISTS THE INFORMATION IN COLUMN A.

	<u>A. INFORMATION</u>	<u>B. PARTS</u>
4-31.	Household goods	1. I
4-32.	Dependents	2. II
4-33.	Itinerary	3. III
4-34.	Vehicles	4. IV

Learning Objective: Identify the basic principles of the Navy security program and types of security briefings and debriefings.

- 4-35. Who at an activity must be knowledgeable about the security orientation, education, and training program?
1. All officers above the grade of LCDR only
 2. All officers in the grades of ENS through LT only
 3. All CPOs only
 4. All officers, enlisted personnel, and civilians who have access to classified material
- 4-36. Which of the following is one of the purposes of the security orientation, education, and training program?
1. To familiarize personnel regarding mobilization requirements
 2. To familiarize personnel having access to classified material with the proper security procedures
 3. To educate personnel about the role of seapower in national security
 4. To familiarize personnel with new defense weapons and systems
- 4-37. Who at an activity has the responsibility for educating personnel on procedures for safeguarding classified material?
1. Commanding officer
 2. Training officer
 3. Educational services officer
 4. Custodian of registered publications

- 4-38. YNC Pistol supervises three YNs in the captain's office. Who must make sure these YNs are trained in their duties to safeguard the officer's classified material?
1. Training officer
 2. Ship's secretary
 3. YNC Pistol
 4. Educational services officer
- 4-39. What is the primary objective that should be impressed on your personnel regarding effective security?
1. Security is a collateral duty
 2. Security is not something separate and apart from other duties
 3. Access to classified information is not permitted to personnel who have an interest in promoting national security
 4. Unnecessary reproduction of classified material must be prevented
- 4-40. What type of security briefing should be conducted during the training of personnel who enter the Navy or Marine Corps?
1. Indoctrination
 2. Orientation
 3. On-the-job training
 4. Special briefing
- 4-41. How often should personnel having access to classified information receive a refresher briefing?
1. Monthly
 2. Quarterly
 3. Semiannually
 4. Annually
- 4-42. How often must personnel who have access to material classified Secret or above be given a counterespionage briefing?
1. Once a year
 2. Once every 2 years
 3. Once every 3 years
 4. Once every 5 years

- 4-43. Counterespionage briefings are conducted by which of the following individuals?
1. Security manager
 2. Commanding officer
 3. Naval Investigative Service agent
 4. Defense Investigative Service agent
- 4-44. Who assures that you undergo a defensive foreign travel briefing?
1. Educational services officer
 2. Security manager
 3. Administrative officer
 4. Commanding officer
- 4-45. Who determines if your dependents should receive a defensive foreign travel briefing?
1. Commanding officer
 2. Administrative officer
 3. Security officer
 4. Educational services officer
- 4-46. Under what circumstances must a commanding officer make sure a security debriefing is conducted for a member?
1. If the member is separated from active duty
 2. If the member no longer requires access to classified material
 3. If the member inadvertently gains substantive access to information that he or she is not eligible to receive
 4. All of the above
- 4-47. When a security debriefing has been conducted for a member, what disposition is made of the original of the Security Termination Statement, OPNAV Form 5511/14?
1. Filed in the individual's service record
 2. Filed in the classified material records file
 3. Forwarded to Director, Naval Investigative Service
 4. Forwarded to the Bureau of Naval Personnel
- 4-48. When the security clearance of a marine has been revoked for cause, what disposition is made of the original security termination statement?
1. Filed in the individual's service record
 2. Filed in the command's files for 2 years
 3. Forwarded to the Commandant of the Marine Corps
 4. Forwarded to Director, Naval Investigative Service
- 4-49. What disposition is made of the security termination statement when the statement is executed at the conclusion of a limited access authorization?
1. Filed in the individual's service record
 2. Filed in the command's files for 2 years
 3. Forwarded to the Bureau of Naval Personnel
 4. Forwarded to Director, Naval Investigative Service
- 4-50. A security termination statement is not executed when a member is being transferred from one command to another.
1. True
 2. False

Learning Objective: Describe the practices and procedures applicable to administrative investigations or fact-finding bodies.

- 4-51. An officer in command is responsible for initiating investigations of incidents involving his or her personnel. Which of the following individuals or commands is/are responsible for conducting an investigation for a member who is injured during a PCS transfer?
1. The detaching command
 2. The reporting command
 3. Both 1 and 2 above
 4. The area commander
- 4-52. What are the primary functions of an administrative fact-finding body?
1. Investigating the facts of an alleged offense and recommending appropriate disciplinary action
 2. Searching out, developing, assembling, analyzing, and recording all available information about the matter under investigation
 3. Interrogating witnesses and determining if an offense has been committed
 4. Investigating the facts of an incident and determining if a trial is warranted
- 4-53. The time period for an administrative fact-finding body to submit its investigation should not normally exceed how many days?
1. 15 days
 2. 20 days
 3. 30 days
 4. 45 days
- 4-54. How many kinds of administrative fact-finding bodies are there?
1. Five
 2. Two
 3. Three
 4. Four
- 4-55. At least how many officers must be appointed to a court of inquiry?
1. Five
 2. Two
 3. Three
 4. Four
- 4-56. Before an officer may convene a fact-finding body required to conduct a hearing, the officer must have what authority?
1. To convene a general or summary court-martial
 2. To convene a special or summary court-martial
 3. To convene a general or special court-martial
 4. To impose nonjudicial punishment
- 4-57. A fact-finding body required to conduct a hearing consists of what minimum number of officers?
1. One
 2. Two
 3. Three
 4. Four
- 4-58. Who may authorize a person to be designated as a party to an investigation?
1. The convening authority
 2. The fact-finding body
 3. Both 1 and 2 above
 4. The commanding officer

4-59.	A fact-finding body not required to conduct a hearing may collect evidence in which of the following ways?		Learning Objective: Explain the regulations applicable to reports of offense.
	<ol style="list-style-type: none"> 1. Personal interviews only 2. Correspondence only 3. Personal interviews and telephone inquiries only 4. Personal interviews, correspondence, and telephone inquiries 	4-63.	<p>An immediate commander should refer to which of the following Rules for Courts-Martial (R.C.M.) regarding the initial disposition of a report of offense?</p> <ol style="list-style-type: none"> 1. R.C.M. 306 2. R.C.M. 601 3. R.C.M. 701 4. R.C.M. 1103
4-60.	SK2 Doe has been accused of larceny. Before security personnel interrogate or request a statement from SK2 Doe, they must comply with which of the following articles?	4-64.	<p>Within the limits of a commander's authority, which of the following actions may he or she take to initially dispose of a charge?</p> <ol style="list-style-type: none"> 1. Administrative action 2. Nonjudicial punishment 3. Disposition of charges according to R.C.M. 401 4. All of the above
4-61.	When a suspect desires to waive his or her rights regarding self-incrimination, which of the following forms may be used by investigative personnel?	4-65.	<p>Which of the following individuals may prefer charges?</p> <ol style="list-style-type: none"> 1. CAPT Doe 2. LCOR Brush 3. YN1 Pistol 4. All of the above
4-62.	Which of the following administrative fact-finding bodies submits its report in letter form?	4-66.	<p>The Charge Sheet, ID Form 458, consists of how many sections?</p> <ol style="list-style-type: none"> 1. Five 2. Two 3. Three 4. Four
	<ol style="list-style-type: none"> 1. Court of inquiry 2. Administrative fact-finding body required to conduct a hearing 3. Administrative fact-finding body not required to conduct a hearing 4. All of the above 	4-67.	<p>How should (a) charges and (b) specifications be numbered?</p> <ol style="list-style-type: none"> 1. (a) Roman numerals (b) Roman numerals 2. (a) Arabic numerals (b) Arabic numerals 3. (a) Roman numerals (b) Arabic numerals 4. (a) Arabic numerals (b) Roman numerals

- 4-68. What facts should be included in the specifications on a charge sheet?
1. The accused's rate, name, branch of service, social security number (SSN), and statement of facts only
 2. The accused's rate, name, branch of service, SSN, unit, time of offense, and statement of facts only
 3. The accused's rate, name, branch of service, unit, time of offense, place of offense, and statement of facts only
 4. The accused's rate, name, branch of service, SSN, unit, time of offense, place of offense, and statement of facts
- 4-69. In the preferral section of the charge sheet, who usually signs the charges as accuser?
1. The officer who conducted the preliminary investigation
 2. The person who originally placed the accused on report
 3. The first officer to become aware that an offense has been committed
 4. The president of the appointed general court-martial board
- 4-70. What action should be taken by an officer exercising summary court-martial jurisdiction upon receipt of sworn charges?
1. Forward the charges to his or her superior
 2. Enter the hour and date of receipt on the charge sheet
 3. Proceed with the trial
 4. Return the charges to the convening authority after reviewing them
- 4-71. Which of the following individuals endorses the referral, service of charges section on a charge sheet?
1. The president
 2. The convening authority
 3. The accused
 4. The military judge

Learning Objective: Describe the principles involved in censure as it applies to a statement of adverse opinion or criticism of an individual's conduct or performance.

- 4-72. What two forms of censure express adverse reflection upon or criticisms of a person's conduct?
1. Reflection and criticism
 2. Admonition and reprimand
 3. Reflection and reprimand
 4. Criticism and censure
- 4-73. A nonpunitive letter is issued for what reason?
1. To remedy a noted deficiency in conduct or performance of duty
 2. As a form of nonjudicial punishment
 3. As a result of a sentence by court-martial
 4. To request a change in behavior
- 4-74. Other than secretarial letters of censure, a nonpunitive letter may be appended to which, if any, of the following documents?
1. Fitness reports
 2. Enclosures to investigations
 3. Departmental records of the recipient
 4. None of the above
- 4-75. In what form should punitive letters for nonjudicial punishment be issued to (a) officers and (b) enlisted personnel?
1. (a) In writing only
(b) in writing only
 2. (a) In writing or orally
(b) in writing or orally
 3. (a) In writing only
(b) in writing or orally
 4. (a) In writing or orally
(b) in writing only

ASSIGNMENT 5

Textbook Assignment: "Legal," chapter 11, pages 11-10 through 11-22, and "Separations," chapter 12, pages 12-1 through 12-14.

Learning Objective: Explain rules and regulations governing misconduct and line of duty.

- 5-1. Which of the following cases of injury resulting in loss of time require an investigative report by a fact-finding body?
1. Cases of injury resulting in loss of time from duty for less than 24 hours
 2. Cases of injury resulting in loss of time for more than 24 hours, but not likely to result in permanent disability
 3. Cases of injury that may result in permanent disability
 4. All of the above
- 5-2. Under which of the following circumstances would a case of injury require an investigative report by a fact-finding body?
1. When there is any question of the mental responsibility or mental capacity of the injured party
 2. The injury resulted in death
 3. The injury resulted from enemy action under circumstances suggesting misconduct of the member or not in line of duty
 4. All of the above
- 5-3. To be determined wrongful conduct, what characteristic must the action have?
1. It must be intentionally incurred or result from gross negligence
 2. It must have been unforeseeable as the result of the act
 3. It must have been the indirect result of the act
 4. It must have been unavoidable
- 5-4. Misconduct can never be in line of duty.
1. True
 2. False
- 5-5. Under which of the following circumstances will an absentee be declared a deserter?
1. The facts indicate the member may have committed the offense of desertion as defined in the UCMJ
 2. The member has been absent without authority for 30 consecutive days
 3. The member is absent without authority and remains in any foreign country and requests asylum
 4. All of the above
- 5-6. When a member is absent from an assigned duty station, which of the following actions is completed immediately?
1. Inquiring of local hospitals
 2. Questioning cohorts about possible whereabouts
 3. Inquiring of local law enforcement agencies
 4. Each of the above
- 5-7. What document should be completed in the case of unauthorized absences of more than 24 hours?
1. Deserter/Absentee Wanted by the Armed Forces, DD Form 553
 2. Punitive letter of reprimand
 3. Nonpunitive letter of reprimand
 4. Record of Unauthorized Absence, NAVPERS 1070/606
- Learning Objective: Identify procedures applicable to unauthorized absence and desertion.
-

- 5-8. What page of the enlisted service record should contain all the information in the Declaration of Desertion message?
1. NAVPERS 1070/613
 2. NAVPERS 1070/610
 3. NAVPERS 1070/605
 4. NAVPERS 1070/602
- 5-9. A member was on unauthorized absence for more than 24 hours. The command must prepare what form within 5 working days?
1. NAVPERS 1070/613
 2. NAVPERS 1070/606
 3. DD Form 553
 4. DD Form 458
- 5-10. What official authorizes a discharging activity to declare a deserter discharged *in absentia*?
1. CHNAVPERS
 2. CNO
 3. President
 4. Congressman
-
- Learning Objective: Determine policies and procedures applicable to powers of attorney, indebtedness, and congressional correspondence.
-
- 5-11. What are the categories of powers of attorney?
1. Limited power for certain named transactions
 2. General power of attorney
 3. Both 1 and 2 above
 4. Particular power of attorney
- 5-12. Upon what individual(s) does the responsibility for an indebtedness rest?
1. Creditor only
 2. Debtor only
 3. Creditor and debtor
 4. Debtor's CO
- 5-13. Debt collectors must comply with which of the following regulations concerning indebtedness?
1. Standards of Fairness
 2. Fair Debt Collection Practices Act
 3. *Manual of the Judge Advocate General*
 4. *Manual for Courts-Martial, United States, 1984*
- 5-14. What is the limit of information that can be furnished to creditors requesting information concerning the personal rating of a member of the naval service?
1. Verification that the member is in the naval service
 2. The member's duty station address
 3. The member's basic pay
 4. All of the above
- 5-15. A final or interim reply should be sent within how many workdays from the time a congressional inquiry reaches the action officer's desk?
1. 5 days
 2. 6 days
 3. 3 days
 4. 4 days
-
- Learning Objective: Describe policies governing officer separations.
-
- 5-16. Which of the following officials establishes criteria for separations?
1. CNO
 2. SECNAV
 3. SECDEF
 4. President
- 5-17. Officers may be terminated by which of the following means?
1. Acceptance of resignation
 2. Dismissal
 3. Dropping from rolls
 4. All of the above

- 5-18. What publication specifies the format of an unqualified resignation?
1. PAYPERSMAN
 2. MILPERSMAN
 3. OFFPERSMAN
 4. JAGMAN
- 5-19. Early separation is not authorized for which of the following reasons?
1. Attendance at night school
 2. Part-time school
 3. Courses that prepare one for a hobby
 4. All of the above
- 5-20. An officer or enlisted member of the Regular Navy has a vested right to retire voluntarily upon completion of at least how many years of active duty?
1. 20 years
 2. 25 years
 3. 28 years
 4. 30 years
- 5-21. Officers separated for cause are either physically or mentally incapable of performing their duties properly through no fault of their own.
1. True
 2. False
- 5-22. What official may determine whether an officer will be processed for dropping from the rolls, revocation of commission, termination of appointment, or such separation from the naval service as may be appropriate?
1. The officer's CO
 2. CNO
 3. CHNAVPERS
 4. SECNAV
- 5-23. In what instruction is contained detailed information and guidance for processing officers for separation because of conditions that render the continuation of officers in their present status undesirable?
1. SECNAVINST 1460.1A
 2. SECNAVINST 1920.6A
 3. SECNAVINST 2344.6E
 4. SECNAVINST 4290.1H
- 5-24. Which of the following officials, acting for the President, may dismiss an officer without court-martial in time of war?
1. CNO
 2. SECDEF
 3. SECNAV
 4. CHNAVPERS
- 5-25. What is the statutory retired age for permanently commissioned Regular officers in the grade of ensign and above?
1. 60 years of age
 2. 62 years of age
 3. 65 years of age
 4. 70 years of age
- 5-26. What publication contains conditions that must be met for placement on the temporary disability retired list (TDRL)?
1. *Disability Evaluation Manual*
 2. *Naval Military Personnel Manual*
 3. *Judge Advocate General Manual*
 4. *Navy Regulations, 1990*
- 5-27. What is the name of the pending list of all members who have been found unfit to perform the duties of their office, grade, rank, or rating?
1. Interim disability retirement list
 2. Temporary disability retired list
 3. Alternate disability retired list
 4. Separation interim retirement list

5-28. Separation orders for officers are issued by what official?

1. CHNAVPERS only
2. SECNAV only
3. CHNAVPERS or SECNAV
4. CNO

5-29. Officers who have been totally separated from the naval service are entitled to which of the following types of discharge certificates?

1. Honorable
2. General
3. Discharge Under Conditions Other Than Honorable
4. All of the above

Learning Objective: Explain the rules and regulations governing enlisted separations.

5-30. For which of the following reasons does the Navy provide for the orderly and expeditious separation of naval personnel?

1. To make sure the Navy is served by individuals capable of meeting required standards of duty, performance, and discipline
2. To maintain standards of performance and conduct through appropriate separation
3. To achieve authorized force levels and grade distributions
4. All of the above

5-31. The criteria and format for a request for hardship discharge are contained in what publication?

1. MILPERSMAN
2. OFFPERSMAN
3. ENLTRANSMAN
4. JAGMAN

5-32. A member not physically qualified by reason of physical disability means that a member is unable to perform the duties of his or her rate in such a manner as to reasonably fulfill the purpose of the member's employment on active duty.

1. True
2. False

5-33. All Fleet Reserve transfers are effective on what day of the month?

1. First
2. Thirtieth
3. Thirty-first
4. Last

5-34. Under which of the following circumstances may an effective date of transfer to the Fleet Reserve be held in abeyance?

1. Member is awaiting an administrative discharge
2. Member is in a disciplinary status
3. Both 1 and 2 above
4. Member is attending school

5-35. A fleet reservist is required to fulfill which of the following requirements?

1. Be physically examined at least once every 4 years
2. Be ready for active service in time of war or national emergency
3. Promptly answer all correspondence
4. All of the above

Learning Objective: Identify policies and procedures applicable to administrative separation (discharge).

5-36. When a member is processed for administrative separation, which of the following procedural requirements must be followed?

1. Notice only
2. Counsel only
3. Response only
4. Notice, counsel, and response

5-37. An administrative separation board consists of at least how many commissioned, warrant, or noncommissioned officers?

1. One commissioned, warrant, or noncommissioned officer
2. Two commissioned, warrant, or noncommissioned officers
3. Three commissioned, warrant, or noncommissioned officers
4. Four commissioned, warrant, or noncommissioned officers

5-38. The convening authority appoints which of the following individuals to an administrative separation board?

1. Members of the board
2. A nonvoting recorder
3. A nonvoting legal advisor
4. All of the above

Learning Objective: Describe benefits available to the service member.

5-39. What individual is responsible for making sure service members are aware of benefits provided for them and their families?

1. The member's CO
2. The member's XO
3. The member's career counselor
4. The member's immediate supervisor

5-40. What is the maximum amount of coverage of the Servicemen's Group Life Insurance?

1. \$25,000
2. \$50,000
3. \$75,000
4. \$100,000

5-41. The Veterans' Group Life Insurance (VGLI) is a 5-year, nonrenewable term coverage that has no cash, loan, paid-up, or extended values.

1. True
2. False

5-42. To obtain VGLI coverage, fill out DVA Form 29-8714 and send (a) what number of months' premium within (b) what minimum period of time?

1. (a) First month's premium
(b) 120 days
2. (a) 2 months' premium
(b) 60 days
3. (a) 3 months' premium
(b) 30 days
4. (a) 4 months' premium
(b) 120 days

5-43. A member who is found by the Administrator of Veterans Affairs to be suffering from a disability or disabilities may apply for insurance within what minimum period of time from the date that such disability was determined by the Department of Veterans Affairs (DVA)?

1. 6 months
2. 9 months
3. 12 months
4. 24 months

5-44. Totally disabled personnel may apply for any of the NSLI plans except for which of the following plans?

1. Extended
2. Endowment
3. Nonextended
4. Paid-up

- 5-45. What is the name of the DVA booklet IS-1?
1. *A Summary of Department of Veterans Affairs Benefits*
 2. *Navy Guide for Retired Personnel and Their Families*
 3. *Federal Benefits for Veterans and Dependents*
 4. *Veterans Life Insurance Benefits*
- 5-46. What agency or official determines retirees' eligibility for specific benefits?
1. DVA
 2. SECNAV
 3. Chief of Naval Operations
 4. Navy Department
- 5-47. What document contains a listing of the DVA regional offices and centers throughout the United States?
1. *Federal Benefits for Veterans and Dependents*
 2. *A Summary of Department of Veterans Affairs Benefits*
 3. *Veterans Life Insurance Benefits*
 4. *Navy Wide for Retired Personnel and Their Families*
- 5-48. On or after 1 January 1957, all members of the Armed Services of the United States performing active duty or active duty for training, including midshipmen at the Naval Academy and NROTC midshipmen come under the contributory coverage provisions of the Social Security System.
1. True
 2. False
- 5-49. What individual has the responsibility to adequately inform members of their rights and benefits under the Social Security Act?
1. CNO
 2. SECNAV
 3. Member's CO
 4. Member's career counselor
- 5-50. Individuals applying for admission to the Naval Home should be ambulatory and capable of caring for their personal needs and of cleaning their room.
1. True
 2. False

COURSE COMPLETION/DISENROLLMENT FORM
(Refer to instructions in front of course)

PLEASE PRINT CLEARLY

YEOMAN 1 & C	82614
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NONRESIDENT TRAINING COURSE (NRTC)

NAVEDTRA NUMBER

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NAME, RANK, RATE, CIVILIAN

SSN

IF YOUR COURSE WAS ADMINISTERED BY NETPMSA, YOU MUST SUBMIT THIS FORM TO THE ADDRESS BELOW. IF YOUR COURSE WAS ADMINISTERED BY AN ACTIVE DUTY COMMAND OR NAVAL RESERVE CENTER, DO NOT SUBMIT THIS FORM TO NETPMSA.

☐ COURSE COMPLETION (Date _____)

YOU SHOULD RETAIN THE TRAINING MANUAL AND THE ASSIGNMENT BOOKLET IF THEY ARE NOT CLASSIFIED. If CLASSIFIED, submit the material to your command for proper disposition of CLASSIFIED material. A letter of satisfactory completion will be issued to you after your last assignment is received and processed. This form should be included when you send in the last assignment. If the training manual and NRTC courses are designated with distribution statements B, C, D, E, F, or X, and you decide to dispose of the material, you must destroy the material to prevent disclosure of contents or reconstruction of the document.

☐ DISENROLLMENT (Date _____)
(Did not complete the course)

In the event of disenrollment, submit this form to the address below with any unused ADP answer sheets. You need not return any other course material. If the course material is CLASSIFIED, you must submit the material to your command for proper disposition of CLASSIFIED material. If the training manual and NRTC courses are designated with distribution statements B, C, D, E, F, or X, and you decide to dispose of the material, you must destroy the material to prevent disclosure of contents or reconstruction of the document.

☐ OTHER REASON (Specify) :

PRIVACY ACT STATEMENT

Under authority of Title 5, USC 301, information regarding your military status is requested to assist in processing your comments and prepare a reply. This information will not be divulged, without written authorization, to anyone other than those within 000 for official use in determining performance.

COMMANDING OFFICER NETPMSA (CODE 0742) 6490 SAUFLEY FIELD RD PENSACOLA, FL 32509-5999
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STUDENT COMMENT SHEET

THIS FORM MAY BE USED TO SUGGEST IMPROVEMENTS, REPORT COURSE ERRORS, OR TO REQUEST HELP IF YOU HAVE DIFFICULTY COMPLETING THE COURSE.

Date _____

FROM:

SSN _____

NAME (Last, first, M.I.)
RANK, RATE, CIVILIAN

STREET ADDRESS, APT #

ZIP CODE _____

CITY, STATE

To: COMMANDING OFFICER
NETPMSA (CODE 0313)
6490 SAUFLEY FIELD RD
PENSACOLA FL 32509-5237

Subj: YEOMAN 1 & C, NAVEDTRA 82614

1. The following comments are hereby submitted:

PRIVACY ACT STATEMENT

Under authority of Title 5, USC 301, information regarding your military status is requested to assist in processing your comments and prepare a reply. This information will not be divulged, without written authorization, to anyone other than those within DOD for official use in determining performance.
NETPMSA 1550/41 (Rev. 9-91)

.....(Fold along dotted line and staple or tape).....

.....(Fold along dotted line and staple or tape).....

DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NETPMSA (CODE 0313)
6490 SAUFLEY FIELD RD
PENSACOLA FL 32509-5237

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, \$300

COMMANDING OFFICER
NETPMSA (CODE 0313)
6490 SAUFLEY FIELD RD
PENSACOLA FL 32509-5237

PRINT OR TYPE

TITLE _____ NAVEDTRA _____

NAME _____ ADDRESS _____
 Last First Middle Street/Ship/Unit/Division, etc.

RANK/RATE _____ SOC. SEC. NO. _____ City or FPO State Zip
 DESIGNATOR _____ ASSIGNMENT NO. _____

☐ USN ☐ USNR ☐ ACTIVE ☐ INACTIVE OTHER (Specify) _____ DATE MAILED _____

SCORE

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